
**SAMPLE LETTER FOR AGENCY ORDERING
BUSHMASTER RIFLES**

< current date >

< dealer/distributor name >

< street address >

< city, state, zip >

**THE <agency name> POLICE / SHERIFF'S DEPARTMENT IS PURCHASING THE
FOLLOWING RIFLE(S) FOR OFFICIAL DUTY USE:**

<QTY> BUSHMASTER XM15E2S WEAPON SYSTEM(s)
<describe rifle being purchased, include barrel length,>
<trigger group: semi / full-auto/ or 3 RB, >
<A2 or A3 carry handle, fixed or telestock, and the number>
<of magazines per weapon (one per weapon is standard)>

[AS DESCRIBED ON PURCHASE ORDER: < purchase order # >]

< typed name & rank of authorizing party - must be signed by the chief of police.>

INSTRUCTIONS:

1. LETTER MUST BE ON ORIGINAL DEPARTMENTAL LETTERHEAD.
2. INCLUDE PHYSICAL SHIPPING ADDRESS IF DIFFERENT THAN LETTERHEAD.
3. SIGNATURE MUST BE ORIGINAL BLUE INK - NO STAMPS /COPIES/ FAXES ACCEPTED.
4. LETTER MUST BE MAILED OR HAND DELIVERED TO DISTRIBUTOR OR DEALER.